

Charter: Air Management Study Group Structure

This charter outlines the purpose, structure, membership, and meeting organization for the Air Management Study Group.

Background

The Bureau of Air Management largely implements an air program that reflects federal requirements. Because federal requirements change frequently, the Bureau often comments on these proposed changes, and ultimately implements those changes that are adopted. Recognizing the benefits of working with a broad group of stakeholders, the Bureau of Air Management is creating a new stakeholder group, the Air Management Study Group, in order to create a forum to receive input from, and provide information to, interested parties. It should be noted that the Air Program previously had a stakeholder group, referred to as the Clean Air Act Task Force (CAATF), which focused largely on ozone issues. The CAATF has not met in a number of years. The Study Group is replacing the CAATF. This new group is intended to deal with a broader range of issues, and to provide more of a focus on receiving input from stakeholders.

Purpose and Scope of Responsibilities

To receive input and feedback:

- On general state and/or federal air policies, including rule-making, guidance development, and other initiatives
- On specific state and/or federal air topics or regulations
- On opportunities and challenges with implementation plans
- On collaborative efforts with other DNR programs and outside partnerships

Membership

- 10 - 12 members
- Appointed by the DNR Secretary with input from member's interest group
- Terms are open; members serve at the pleasure of the DNR Secretary
- Supported by ad hoc subgroups as needed

Operating Guidelines: Timing and Structure of Meetings

The meetings of the Air Management Study Group and the ad hoc subgroups will follow these operating guidelines to foster knowledge and understanding about meeting logistics and operations. The guidelines are also intended to facilitate group participation and enhance discussion of the issues.

Study Group

- Members are selected by the DNR Secretary.
- The Study Group will have two co-chairs, one of which is the Air Management Bureau Director and one appointed from the membership by the DNR Secretary for a two-year term.
- The Study Group is a working group and members may be asked to provide information to the group on various issues. DNR staff will also make presentations and provide documents to the group.
- The recommended frequency of meetings will be quarterly, timed to coincide with major policy decisions and as needed for input on issues. Meetings will primarily be in person, supported by Mediasite and Live Meeting, as appropriate.
- Each meeting will be public noticed. No later than 2 weeks prior to Study Group meetings, all Study Group members and interested parties will be notified of meeting times and locations.

- Meeting agendas and materials will be prepared for each meeting. This information will be sent electronically to the Study Group members about one week prior to the meetings. Agendas and materials will also be posted to the Department's public website.
- All meetings of the Study Group and its subgroups are open to the public.
- A draft of notes from each Study Group meeting will be distributed to the membership for comments and approval approximately 8 working days after each meeting. A final draft of the meeting notes will be distributed to the Study Group and put on the Study Group's web page shortly after approval is received from Study Group members.
- Ad hoc subgroups will be established by the Study Group for specific topics. In addition, it may be that individual Study Group members will be requested to fulfill certain assignments.
- The Study Group will review the draft recommendations from the subgroups.
- The format for recommendations will include a background narrative, followed by the proposed recommendation, type of recommendation (administrative, statutory, or regulatory) and any resources needed (staff and/or funding).
- The success of the Study Group discussions will be enhanced by regular attendance of the members. Group members are asked to place a high priority on attending the meetings. If members cannot attend a meeting, they are asked to discuss this with the co-chairs in advance.
- Substitution of Study Group members will be discouraged in order to maintain the collaboration and dynamics of the group.
- Every Study Group member's participation and contribution is valuable. Each Study Group member will be allowed to present his/her opinion on topics being discussed and is asked to listen attentively to other group members.

Ad Hoc Subgroups

- Each subgroup will have a chairperson, who is a member of the Study Group. Membership may include Study Group members and /or nonmembers.
- Each subgroup meeting will be public noticed. No later than 2 weeks prior to a subgroup meeting, the chairs will notify DNR staff and DNR staff will ensure that all subgroup members and interested parties are notified of meeting times, locations, and agendas.
- Membership in the subgroups will be from a wide variety of interests, to ensure a balanced group and the broadest base for input.
- The chairs will provide DNR staff the names and associates of those on the subgroup.
- Each subgroup will take meeting notes, and forward a draft of those notes to DNR staff for distribution to the subgroup for approval approximately 8 working days after each meeting. A final draft of the notes will be distributed to the Study Group and put on the Study Group's web page shortly after approval is received from Study Group members.
- The Study Group or subgroups will establish the charge of subgroups. A charge may include: identifying options for resolving air issues as well as a priority for each issue, identifying what type of change is necessary, such as statutory, regulatory, or administrative (e.g. fact sheet or training) change, and identifying the amount of resources (e.g. staff or money) needed to implement.